

Step 6: planning the work:

a) making a plan

Among the recipes for success of the professionals is undoubtedly that they first plan their work, and not just keep muddling along. Get accustomed to this as well! People can and must plan on various levels:

Monthly planning

If you already know that you have to give a presentation in three weeks or that you have a big math test coming up, it is advisable to plan the time until then. This way, you are in control of your work and will reach your objective more easily.

Weekly planning

Create a field for every day on your weekly plan. There you enter which assignments come due on a given day and when you have to prepare for a test or an assignment. The weekly plan provides a good overview and helps you organize your time.

Daily planning

With the daily plan, you plan every day what you have to do during the homework hour as well as the sequence in which you want to perform the tasks.

TIP

Keep an assignment booklet in school in which you carefully record what you have to complete by which day! You can also do this with an agenda, of course. Make sure it is accurate, which is the most important foundation of your work planning.



Weekly plan: March 12 - 17

Mon	Tues	Wed	Thurs	Fri	Sat & Sun
- language book, p.117	- math book 2.44	- prepare Kangaroo presentation	- Kangaroo pres.	- English test	- Unité 17 repeat
- read + answer questions	- practice for English test	- geometry sheet A.42	- geometry A43+44	- lang. book p. 125	- geometry A.43 revise
- Unité 17 learn	- lang. sheet # 34	- math book p. 47+48	- practice for English test	- French test	
- prepare Kangaroo presentation	- math book p. 45 and work-sheet	- Unité 17 learn	- lang. book p. 123	- memorize poem	
- practice French vocab.			- memorize poem	- math A.23	
- math book p.43					

TIP

Each week, create a weekly plan on an A4-sheet of paper. Record what you have to do for each day (assignments, preparations for tests, etc.). If you have no other assignments, you could also decide to repeat or practice something from class!

Exercise 6

In order to familiarize yourself with the task for monthly or weekly planning, please make

1. a monthly plan in which you record all deadlines, tests, etc. which you already know. Enter also the scheduled hours for music lessons, soccer training, etc. Keep in mind, however, that you must complete your homework before.
2. one weekly plan each for this week and next week (a chart with six fields: Monday to Friday and Saturday/Sunday). Record all the assignments, etc., that you already know.

